

# DEVELOPMENT PETITION

## CITY OF WOODSTOCK, ILLINOIS

### REQUESTED ACTION(S) Check all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> Zoning Map Amendment (Rezoning) | <input type="checkbox"/> Special Use Permit              |
| <input type="checkbox"/> Zoning Text Amendment           | <input type="checkbox"/> Planned Unit Development        |
| <input type="checkbox"/> Variation                       | <input type="checkbox"/> Preliminary Plat of Subdivision |
| <input type="checkbox"/> Sign Variation                  | <input type="checkbox"/> Final Plat of Subdivision       |

### PROPERTY INFORMATION

The real estate which is the subject of this petition (hereinafter referred to as the “Subject Property”) has a Property Identification Number (PIN) of \_\_\_\_\_ and is legally described as follows:

PLEASE INSERT OR ATTACH LEGAL DESCRIPTION

The Subject Property has an area of \_\_\_\_\_ acres, more or less, and is situated at the following address/location: \_\_\_\_\_.

A Plat of Survey of the Subject Property has been prepared and is attached hereto as Exhibit A.  
(Not required for Zoning Text Amendment or Final Plat of Subdivision)

The Subject Property is presently classified as \_\_\_\_\_ zoning district.

The land abutting the Subject Property is presently classified as (refer to Official Zoning Map):

NORTH: \_\_\_\_\_ zoning district; SOUTH: \_\_\_\_\_ zoning district

EAST: \_\_\_\_\_ zoning district; WEST: \_\_\_\_\_ zoning district

The present use of the Subject Property is \_\_\_\_\_.

### DESCRIPTION OF REQUEST

Provide a narrative description of the request, including detailed information about the project and how it meets the approval criteria of the Unified Development Ordinance.

## PETITIONER/PROPERTY OWNER INFORMATION

The Petitioner requests that (i) the Chairman of the Plan Commission/Zoning Board of Appeals of the City of Woodstock set a date, time, and place for a public hearing on the contents of this Petition; that (ii) the Plan Commission/Zoning Board of Appeals, after the taking of testimony and viewing of exhibits presented during said public hearing, recommend to the City Council of the City of Woodstock approval of the requested action(s); and that (iii) the City Council of the City of Woodstock pass an ordinance approving the requested action(s).

Petitioner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Petitioner (if different from owner)

Date

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Property Owner

Date

**NOTE:** If Petitioner is not the Property Owner, a notarized statement by each Property Owner acknowledging and consenting to the filing of this petition shall be included as Exhibit B.

**NOTE:** If property ownership is in trust, the name and address of each person or entity owning an interest in the property and the extent of such ownership interest, unless any of such entities is a corporation, LLC or a partnership, in which case only those persons owning an interest in excess of ten percent (10%) in such corporation, LLC or partnership need be identified by name, address and extent of interest.

By signing this petition, the Property Owner(s) hereby consents and agrees to allow representatives of the City of Woodstock, including its Plan Commission, Zoning Board of Appeals and City Council, to enter upon said Subject Property in order to examine it in preparation for the City's review of this Petition. The Property Owner and Petitioner shall bear no liability or otherwise be at fault for any accident or injury incurred by public representatives who enter onto the referenced property.

## PLAN COMMISSION AND ZONING BOARD OF APPEALS MEETING SCHEDULE

### **Plan Commission.**

The Plan Commission will hold a public hearing on all requests for Zoning Map Amendments, Special Use Permits, Zoning Text Amendments, Planned Unit Developments, Preliminary and Final Plats of Subdivision, Plats of Resubdivision and Variations for Signage. When a Variation from the provisions of the Unified Development Ordinance is requested as part of any of the above development actions, the Plan Commission will also consider the requested Variation. A public hearing will not be scheduled until the required petition and accompanying information is accepted and the required fee is paid. Unless otherwise stated, Plan Commission meetings are held at City Hall, 121 W. Calhoun Street and begin at 7:00 P.M.

### **Plan Commission Meeting Dates and Submittal Deadlines -- 2021**

<u>Meeting Date</u>	<u>Submittal Deadline</u>
Thursday, January 21, 2021	Wednesday, December 30, 2020
Thursday, February 18, 2021	Wednesday, January 27, 2021
Thursday, March 18, 2021	Wednesday, February 24, 2021
Thursday, April 15, 2021	Wednesday, March 24, 2021
Thursday, May 20, 2021	Wednesday, April 28, 2021
Thursday, June 17, 2021	Wednesday, May 26, 2021
Thursday, July 15, 2021	Wednesday, June 23, 2021
Thursday, August 19, 2021	Wednesday, July 28, 2021
Thursday, September 16, 2021	Wednesday, August 25, 2021
Thursday, October 21, 2021	Wednesday, September 29, 2021
Thursday, December 9, 2021	Wednesday, November 17, 2021

### **Zoning Board of Appeals.**

The Zoning Board of Appeals will hold a public hearing on all requests for Variations from the provisions of the Unified Development Ordinance, except for Sign Variations, which are considered by the Plan Commission. A public hearing will not be scheduled until the required petition and accompanying information is accepted and the required fee is paid. Zoning Board of Appeals meetings are held at City Hall, 121 W. Calhoun Street on an as-needed basis.

## **FEE SCHEDULE**

The following Zoning Fees shall be paid at the time a development petition is submitted:

<b>Zoning Map Amendment (Rezoning):</b>	<b>\$570 plus \$65 per each acre or portion thereof</b>
<b>Special Uses, including PUD's:</b>	<b>\$570 plus \$65 per each acre or portion thereof</b>
<b>Plats of Subdivision</b>	<b>\$570 plus \$65 per each acre or portion thereof</b>
<b>Variations</b>	<b>\$165; \$145 for a sign variation</b>
<b>Zoning Ordinance Text Amendments:</b>	<b>\$230</b>

For any application involving more than one of the items listed above, the fee shall be calculated on the basis of the highest fee plus \$570.00 for each additional item.

In addition to Zoning Fees, a Development Review Deposit shall be provided as security for the reimbursement of review expenses incurred by the City for the review of rezonings, special use permits, PUD's and subdivisions. An initial deposit of \$1,000 shall be made at the time a petition is submitted and a petitioner may be required to provide additional funds, if required, during the course of the review. Any unused funds are returned to the petitioner after the zoning matter is completed.

## **PUBLIC HEARING NOTIFICATION REQUIREMENTS**

Upon receipt of a development petition, payment of required fees and a determination that the petition is complete, the Building & Zoning Director shall authorize the scheduling of the required public hearing before the Plan Commission or Zoning Board of Appeals. Neighbor, newspaper, and posted notices shall be provided for all public hearings in accordance with the requirements of the Unified Development Ordinance. Said notices shall be mailed, published and placed at least 15 but no more than 30 days prior to the public hearing. A sample Public Hearing Notice is attached (see EXHIBIT A).

### **Notice to Abutting and Adjoining Property Owners.**

For a Public Hearing before the *Plan Commission*, the Owners of all property within 250' of the subject property, excluding all public right-of-way, shall be notified. The petitioner shall notify by First Class mail, either (1) the owner(s), as recorded in the McHenry County Recorder of Deeds office; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer.

For a Public Hearing before the *Zoning Board of Appeals* or a *Sign Variation*, the Owners of all property directly abutting or across a street or public right-of-way shall be notified. The petitioner shall notify by First Class mail, either (1) the owner(s), as recorded in the McHenry County Recorder of Deeds office; or (2) the person(s) who last paid property taxes as reflected in the tax records of the McHenry County Treasurer.

### **Newspaper Notice.**

The petitioner shall arrange to have notice of the public hearing published in a newspaper of general circulation in the City of Woodstock. Options include *The Woodstock Independent* ([publicnotices@thewoodstockindependent.com](mailto:publicnotices@thewoodstockindependent.com)) or the *Northwest Herald* ([publicnotice@nwherald.com](mailto:publicnotice@nwherald.com)).

### **Posted Notice.**

The petitioner shall post a sign on the Subject Property that it is clearly visible from a public street and within ten (10) feet of the property line nearest to a public street. The signage required for this notification will be provided by the City upon receipt of the required fee.

## **AFFIDAVIT OF COMPLIANCE**

At least 5 days prior to the scheduled public hearing, the Petitioner shall provide the City with an Affidavit of Compliance affirming that the public notification requirements were met. The affidavit shall be notarized and include a list of all property owners who were notified of the public hearing. A sample Affidavit of Compliance is attached (see EXHIBIT B).

**EXHIBIT A**  
**SAMPLE PUBLIC HEARING LEGAL NOTICE**

ITEMS IN PARENTHESIS/ITALICS ARE TO BE ADDED BY THE PETITIONER.  
THE COMPLETED LEGAL NOTICE MUST BE REVIEWED BY CITY STAFF  
BEFORE MAILING OR SUBMITTING FOR PUBLICATION.

**PUBLIC HEARING LEGAL NOTICE**

Notice is hereby given in compliance with the City of Woodstock Unified Development Ordinance that the City of Woodstock (*Plan Commission or Zoning Board of Appeals*) will conduct a public hearing on (*date to be provided by City*) at 7:00 p.m. in the City Hall Council Chambers (2nd Floor) at 121 West Calhoun Street, Woodstock, Illinois. The hearing will be in regards to a petition submitted by (*name of petitioner, trust, etc.*), for approval of a (*requested action*) to allow (*briefly describe request*) for the real estate generally located at (*address/location of property*).

A copy of the petition which is the subject of this public hearing is on file and available for public viewing at Woodstock City Hall. Anyone wishing to comment may attend the meeting and be heard. Written comments may be submitted to the Department of Building & Zoning Department at City Hall on or before 5:00 p.m. on the day of the hearing, or during the hearing and prior to its close.

/s/ (*Plan Commission or Zoning Board of Appeals*) Chair

To be published on: (*date of publication*).

**EXHIBIT B**  
**AFFIDAVIT OF COMPLIANCE**  
**PUBLIC HEARING NOTIFICATION REQUIREMENTS**

Petitioner: \_\_\_\_\_

Requested Action(s): \_\_\_\_\_

Address or PIN(s): \_\_\_\_\_

The undersigned states and affirms that the Public Hearing Notices required by the City of Woodstock Unified Development Ordinance for the above action(s) were:

- 1) Mailed by US Mail, First Class, to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract or parcel of land:
  - a) lying within 250 feet of the Subject Property (excluding any right-of-way) for any Plan Commission hearing; or
  - b) directly abutting or across a street or public right-of-way of the Subject Property for any Zoning Board of Appeals or Sign Variation hearing.

In the event taxes for the last preceding year were not paid, the Notice was sent to the person last listed on the tax rolls prior to that year as the owner of said property. **A list of the persons receiving notice is attached hereto.**

- 2) Published in a newspaper of general circulation in the City of Woodstock. **A copy of the certificate of publication is attached hereto.**
- 3) Posted on the Subject Property in a location that was visible from a public street and within ten (10) feet of the property line nearest to a public street.

The undersigned further states and affirms that the required Public Hearing Notices were mailed, published, and posted at least fifteen (15) but no more than thirty (30) days prior to the public hearing.

**Filed by:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

Subscribed and sworn to  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

**SUBMITTAL CHECKLIST  
FOR DEVELOPMENT PETITIONS  
City of Woodstock**

For all variation petitions, one (1) original and one (1) electronic copy shall be submitted.

For all other petitions, one (1) original, eleven (11) copies and  
one (1) electronic copy shall be submitted.

	Variation	Sign Variation	Zoning Map Amendment	Zoning Text Amendment	Special Use Permit	Planned Unit Development (PUD)	Preliminary Plat of Subdivision	Final Plat of Subdivision
Development Petition (filled out completely)	X	X	X	X	X	X	X	X
Narrative Description of Request	X	X	X	X	X	X	X	
Proof of Ownership	X	X	X		X	X	X	X
Plat of Survey	M		X		X	X	X	
Site Plan	M	M			M	X		
Building Elevations	M	M			M	X		
Landscaping Plan	M	X			M	X		
Lighting Plan	M				M	M		
Sign Illustrations with Dimensions		X			M	M		
Floodplain or wetland features, existing vegetation, trees having a diameter of 4" or more measured at breast height, and existing stormwater drainage flows.					X			
Preliminary Plat Submittals (per Section 6B.2.4.B)						X	X	
Final Plat Submittals (per Section 6C.1.3.B)							X	X
Natural Resources Information (NRI) Report			X		X	X	X	
Endangered Species Consultation Report			X		X	X	X	
Public Hearing Notice	X	X	X	X	X	X	M	
List of Property Owners Mailed Notice	X	X	X		X	X	M	
Application Fee	X	X	X	X	X	X	X	X
Development Deposit			M		X	X	X	

X – Required  
M – May be Required